



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Project Manager
Posting Number	PN# 110015
Department	Houston Airport System
Division	Public Safety & Technology
Section	Information Technology
Reporting Location	16930 John F. Kennedy Blvd. *
Workdays & Hours	Varied, normally M-F *
	*Subject to change

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Support and assist Senior Project Manager of wireless section of Public Safety & Technology. Oversee contract administration of inter-local agreement with Harris County; maintenance functions for wireless systems for all three airports; liaison to TSA, FBI, CBP, FAA and other city departments as required for all projects regarding wireless systems as related to the Houston Airport System. Monitor the Distributed Antenna System’s operation and use. Prepare monthly, quarterly and yearly uptime statistics. Monitor radio system availability with Harris County Regional Radio personnel. Oversee inspection activities and review and evaluate contractor’s compliance on information technology project plans and specifications. Review preliminary plans and evaluate future project plans and submittals. Attends pre-bid, pre-construction and current project status meetings. Other duties as assigned.

WORKING CONDITIONS

Performing these duties will involve: the ability to visually observe and differentiate details and colors; walk, stand and sit for extended periods; extensive use of video display terminal; occasional exposure to office chemicals and various cleaning supplies; pull or push physical objects; be able to lift up to twenty (20) pounds; operate city vehicles; attend to details amid distractions; analyze abstract information; adjust to interruptions and changes; and deal with people in tense situations. Must willing and available to work all shifts, including rotation, weekends and holidays. Must be able to obtain and maintain security clearances.

MINIMUM EDUCATIONAL REQUIREMENTS

Bachelor’s Degree in Civil Engineering, Business Administration, Physical Sciences or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Four (4) years of experience in construction, construction inspection, design, geotechnical, environmental or a closely related field. Directly related professional experience may be substituted for the above education requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver’s license and compliance with city’s policy on driving (AP 2-2).

PREFERENCES

Preference will be given to individuals with personal computer skills. Ability to communicate effectively both orally and in writing. Ability to work professionally and courteously with airport personnel and outside suppliers and vendors

SELECTION/SKILLS TEST REQUIRED      Application review and/or interview

SAFETY IMPACT POSITION      ☒ Yes      ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 24	
\$ 1,734.00 - \$2,048.00 Biweekly	\$45,084.00 - \$53,248.00 Annually

OPENING DATE      APRIL 19, 2006

CLOSING DATE      OPEN UNTIL FILLED

APPLICATION PROCEDURES

Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor or for advanced consideration submitted online at:

<http://agency.governmentjobs.com/houstonair/default.cfm>.

Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.

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